

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

24 February 1982

Mr. Laurence G. Pickering  
Director, Office of Systematic Review  
Bureau of Administration  
Department of State  
Room 1239, New State Building  
Washington, D.C. 20520

Dear Larry:

I thought it best to confirm in writing my conversation with you on 22 February 1982 regarding our participation in the review of the supplemental material to the Foreign Relations of the United States series.

Our screening of this material to date leads me to conclude that:

(a) the thoroughness of your review, combined with the fact that there is so little material of interest to this Agency in the files reviewed thus far, obviates the need for us to provide manpower to review these documents page-by-page;

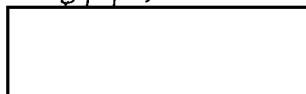
(b) it will be sufficient for you to flag those items which you believe to be of interest to us and to call us when you are ready to have us review those flagged items for a classification decision;

(c) as you progress, should you find materials which contain a greater quantity of information of interest to this Agency, we will be prepared to provide manpower for a page-by-page review at the Department; and

(d) we would like to hold the option to review the materials more closely, should we find in reviewing the flagged items that there may be other information in the material that we should look at.

Recognizing that you are feeling your way in the review of these materials and that it is difficult to foretell what kinds of things you will be running into, I acknowledge that either of us may want to adjust these procedures at any given time to maintain the efficiency of the review. Please be open in offering suggestions. Whatever procedure may obtain, I want to assure you that our intent is to be as responsive to your needs as possible while ensuring the protection of the equities of this Agency. Please let me know if you have any problem with these tentative procedures as I have stated them above.

Regards,



Chief, Classification Review Division  
Office of Information Services  
Directorate of Administration

Distribution:

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